

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-069

OPENING DATE: 29 February 2008

CLOSING DATE: 31 March 2008

ANTICIPATED FILL DATE: 11 May 2008

POSITION TITLE AND NUMBER

Training Specialist
PDCN 70230000, MD # 1820-07L

UNIT/ACTIVITY AND DUTY LOCATION

139th Regt (CA), NCARNG
Ft. Bragg, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.82%)

GS-1702-09 \$46,489.00 - \$60,440.00 per annum

Applicant must be eligible to obtain a Secret security clearance.

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or of mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 919-664-6431/6172.**

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 24 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 24 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 919-664-6172/6431.

1. Knowledge of training coordination principles.
2. Knowledge of the techniques of organization, direction, coordination and control.
3. Ability to formulate and execute long range plans and programs.
4. Ability to communicate and write effectively.
5. Ability to coordinate logistics to meet training needs.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for reassignment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. Enl: (Compatible MOS of Unit or Organization)

PRINCIPAL DUTIES AND RESPONSIBILITIES: Assists the Training Administrator with the Total Army School System (TASS) in accomplishing command coordinating authority responsibilities. Assists the Training Administrator with various aspects of

operations. Reviews data in the Army Training Requirement and Resource System (ATRRS) for appropriate input/output procedures, accuracy and quality assurance. Uses all Training Management Systems such as ATRRS, the Individual Training Requirements Module (ITRM), etc. Ensures that the training institute and TASS organizations adhere to timelines established by the Training Management Life Cycle either through command and control or coordinating authority. Assists in the management the Distance Learning Programs. Knowledge of ATRRS and various automated training management systems is required to obtain statistical data required by the Training Administrator and the staff. Identifies and implements required modifications of Programs of Instruction (POI) in accordance with regulations and the requirements and situation of the institute. Ensures that training support materials (i.e. training support packages, references, etc.) and training aids are consistent with the POI. Reviews and evaluates training support training aids such as films, video tapes, charts, maps and photographs to ensure their adequacy and consistency with objectives. Assists in the formulation and preparation of training schedules, directives and materials for the mission. Maintains training support material/reference files and obtains updates as necessary. Maintains liaison with the Army Training and Doctrine Command (TRADOC) proponent schools, National Guard Bureau (NGB) and other TASS organizations to requests training materials and publications to supplement programs. Prepares and issues local instructor guides in accordance with proponent policies and regulations. Ensures preparation of instructors after action reports and critiques. Plans and schedules instructor proficiency classes to help instructors attain certification and maintain their skills. Researches regulations regarding individual's participation in training programs. Serves as primary point of contact on matters relating to approved ARPRINT conducted at the institute. Advises and assists the training administrator by performing research on matters pertaining to courses. Participates in planning and developing training programs. Responds to inquiries regarding admission requirements and procedures necessary for enrollment in scheduled programs. Assists in preparing projected annual training budgets in accordance with requirements of the state and National Guard Bureau. Monitors expenditures and use of mandays to ensure cost effectiveness and conformance to regulations. Calculates expenditures and maintains supporting records. Monitors current balance in each budgetary account. Prepares documents for student participation and notifies appropriate command of those students who did not attend training. Ensures that all student records are prepared in accordance with current regulations and distributed for assessment and accreditation. Prepares materials and maintains files for Officer Candidates Schools (OCS) Evaluation and Review boards. Coordinates with the Public Affairs Officer regarding press releases and media coverage of RTI events. Conducts briefings for various groups and individuals to promote RTI programs. Makes available to units and individuals various publications and recruiting materials. Participates in the preparation and distribution of recruiting materials. Distributes printouts of individuals qualified for OCS to unit commanders. Coordinates support personnel requirements. Coordinates the acquisition and documentation of proponent and POI required equipment, instructional material and general supplies. Maintains statistical data and records in student files. Ensures that files such as test score verification, birth certificates, diplomas, physical examinations, etc., are maintained. Maintains instructional/support files. Ensures that supporting documents for commissioning of Officer Candidates are provided to proper authority. Reviews, evaluates and determines reproduction requirements. Prepares correspondence regarding a variety of issues pertaining to the operation. Assists in the management of environmental programs and regulatory requirements. Prepares the institute's Energy Conservation Program and ensures compliance with conservation directives. Ensures that safety programs are implemented and followed. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

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